



Town of Los Altos Hills

The Town of Los Altos Hills invites Applications for the Position of City Clerk Final Filing Deadline – September 30, 2002

- Salary Range:** Salary Range \$4867 - \$5916.
Plus excellent benefits including Town-paid employee share PERS retirement.
- Responsibilities:** Under the direction of the City Manager, the City Clerk serves as the legal Clerk of the Council and custodian of official records and statutes of the Town, ensures the accuracy and safekeeping of official records, provides information to the public, coordinates elections, and acts as Executive Assistant to Council and City Manager. Responsibilities also include management of Special Projects, Website maintenance and contract administration.
- Requirements:** Bachelor's Degree from an accredited college or university, preferably in Office Management or related field and a minimum of four years of high level experience in municipal administration work (two additional years of such experience may be substituted for two years of higher education).
- Selection Process:** The selection process will begin with a screening evaluation of the submitted applications. Based upon this evaluation, the most qualified candidates will be scheduled for an interview.
- To Apply:** Applications are available with a complete job description at Town Hall and will be accepted until September 30, 2002. Apply to Personnel Department, Town of Los Altos Hills, 26379 Fremont Road, Los Altos Hills, CA 94022. To receive an application by mail, call (650) 941-7222 ext 222 or visit the website at www.losaltoshills.ca.gov.